

SHREWSBURY PUBLIC SCHOOLS

100 MAPLE AVEUNUE

SHREWSBURY, MASSACHUSETTS 01545

PROCUREMENT MANUAL



Reviewed by

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Director of Business Services

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100 Maple Avenue
Shrewsbury, Massachusetts 01545

Patrick C. Collins, Director of Business Services

508-841-8400

INTRODUCTION

The Shrewsbury Public School System uses a purchase order encumbering system to record its financial position in comparison with its annual budget.

This manual is being produced to provide the employees of the district, who procure goods and/or services, with a uniform and consistent process by which they may purchase goods and services. The main method by which the district purchases items is with a purchase order. This allows the various administrators an opportunity to review the material or service being purchased and decide if it is in compliance with the district's budget and objectives. The other method of procuring goods and/or services is by direct invoicing of a vendor for items purchased. This is not a normal method for procurement but may be allowed after permission from the Central Office. An alternative method for procurement is through an expense reimbursement process, by which an individual is reimbursed for out-of-pocket expenses. This method requires prior permission from the building principal or the Central Office. Individuals will not be reimbursed for any Massachusetts sales tax.

This manual includes the basic instructions for the completion of a purchase order and also includes a copy of the "Purchase Order Procedures" form to be used when purchase orders are returned for correction. Information and instructions about the use of the "Procurement of Supplies/Services Documentation" form and instructions for completing the "Travel Expense Reimbursement Form" are also enclosed. Instructions for the "Transfer of Funds Request" is also provided. ***All samples of form mentioned above are included at the back of the manual. These forms may be reproduced and used as needed.***

If you have any questions about this procurement process, please contact the Central Office at 508-841-8410. Not following these procedures will only delay the procurement process. Our office is willing to assist in these matters. Please take the time to be sure you are following the process to assure a satisfactory procurement.

PURCHASE ORDER PROCEDURES

The following instructions pertain to the completion of purchase orders for the Shrewsbury Public School System. Please review the blank purchase enclosed.

- The Purchase Order Number will be assigned upon receipt and approval by the Director of Business Services providing it is complete.
- The District has an established relationship and already have a credit account.
- The **complete and current** mailing address of the company or individual from whom you are buying the goods and/or services is entered in this location. (Name, Address, City, State, Zip, phone # & fax #) Include Social Security number if individual.
- The complete address to whom the goods and/or services are to be sent. It is advisable to include your name as part of the address so that packages may be forwarded in an efficient manner. Please make sure that the School is listed as part of the address.
- The date you have completed the purchase order.
- Enter the account number in the budget to which this purchase order is to be charged. Reminder: If you do not have sufficient funds to cover the purchase, you must submit a "Transfer of Funds" request form with the purchase order.
- The exact quantity of the item(s) you wish to purchase.
- The type of unit being purchased i.e. (ea) each, (dz) dozen, (bx) box, or (crt) carton.
- Please provide an accurate description of the item(s) or service being purchased. Include all part or model numbers, catalog reference numbers, color, size, title, etc.
- Please attached all order forms or any another type of listing of items to be purchased to the back of the purchase order. It will be mailed with the purchase order.
- **Please indicate the individual price of an item.** **You should use only current pricing information.** Do not use outdated catalogs for pricing information.
- If you are purchasing only one (1) item, you may skip this column and enter the information in the Amount column.

Reminder: If an item costs over \$1000 you must prepare and attach the "Quote Form".

Enter the total amount due for the purchase of these items. (Quantity Unit Price)

- Enter the amount of shipping and handling charges. If no charges are applicable enter N/C. If you are unsure of the charges, please contact the company for an estimate of the charges.
- Enter the total amount of the purchase order including the shipping and handling charges. **Always recheck your addition.**
- The signature of the building principal/director is needed to indicate that he/she has reviewed the purchase order and approves of the goods and/or services being purchased and acknowledges there are funds in the account. If funds are not available a “Transfer of Funds” form should be completed by the principal/director.

The signature of the Director of Business Services or the Superintendent of Schools and the Town Manager is needed to complete the purchase order and make it a valid contract. No purchase order will be signed without completing all of the information stated above. Failure to complete a purchase order properly will result in it being returned with a “PURCHASE ORDER PROCEDURES” form to indicate the problem with the purchase order.

A purchase order is a contract between the Shrewsbury Public School System and the vendor to purchase goods and/or services. As such, it is a legal and binding document. Purchase orders should be typed. When this is not possible, a purchase order must be printed in ink, in clear legible print. No other method will be accepted.

After a purchase order has been completed and approved by the principal/director, the following will take place:

- Make a copy of the purchase order for your records.
- Send the entire purchase order to the Central Office for processing.
- The white copy will be mailed (or faxed-for emergencies only) by the Central Office to the vendor indicated on the purchase order. This is the actual contract for the purchase of goods and/or services.
- The green copy will be removed and kept by the Central Office as validation that the order was processed and provides the Central Office with the accounting information needed.
- The yellow and blue copies will be returned to the person ordering material.
- Upon receipt of the goods/services, the principal/director should return the blue copy and packing slip to the Central Office indicating receipt of the goods/services. The blue copy should be signed and dated by the principal/director. This copy will be the verification against the vendor’s invoice. If all items agree, then the invoice will be processed on a warrant for payment.

SCHOOL DEPARTMENT

TOWN OF SHREWSBURY

100 Maple Avenue
Shrewsbury, Massachusetts 01545

Purchase Order Number

DATE _____

Vendor # _____ Tax ID () _____

TO: _____

Vendor Telephone: _____

Vendor Fax: _____

ACCOUNT TO BE CHARGED		SCHOOL
ORG	OBJ	CODE

DELIVER TO:[illegible]**Instructions to Vendor:**

1. Town of Shrewsbury Sales Tax Exemption Certificate #04-6001300W.
2. The **Order Number** must appear on Invoice and Package
3. **Render** invoice in duplicate to: **Superintendent of School**

**Superintendent of Schools
100 Maple Avenue
Shrewsbury, Massachusetts 01545
Telephone: 508-841-8400**

Principal or Department Head

Requested By:

**Approved as to
Availability of Funds:**

Approved:

A. J. Bent, Ed. D.
Superintendent of Schools

Business Manager

Town Manager

CONFIRMATION ORDERS

The Shrewsbury Public School System **does not** consider confirmation orders as a standard procurement practice. This procurement method avoids the approval process necessary in maintaining proper budgetary controls.

In order to allow for those times when a confirmation order may be necessary, the following procedure should apply:

1. Prepare the purchase order in the usual manner.
2. Call the Director of Business Services to obtain permission prior to placing the order.
3. Provide information on the **emergency conditions** that require the confirmation order. An emergency exists when something out of the ordinary happens, not because an individual forgot to reorder or review procurement procedures in a timely fashion.
4. In no instance will a confirmation order be approved if there are insufficient funds to cover the cost of the procurement. If that is the case, a request for a transfer of funds must be completed before the confirmation order will be approved.
5. Please type on the purchase order the following:

“Confirmation Order – Do Not Duplicate”

PURCHASE ORDER NUMBERS BY PHONE

The process of providing purchase order numbers over the phone is the same as requesting a confirmation order. When vendors request a purchase order number before they ship goods, it is because they want a legal way to bind the Shrewsbury Public School System to a contract. Since the ultimate purpose is to procure goods and services, then all employees should be following the procedures mentioned above and this process will not be necessary.

PURCHASE BY THE INTERNET

Purchases via the internet may be made with some vendors with whom we have an account (WB Mason Co., Amazon.com). However, a standard or “blanket” purchase order must be completed first. Upon receiving the blue copy of the approved purchase order the requester may place their order(s) via the internet.

PROCUREMENT OF SUPPLIES/SERVICES DOCUMENTATION

Massachusetts General Laws Chapter 30B requires all municipal agencies to hold a public bid for the purchase of any goods and/or services with a total value of \$25,000 or more. For goods and/or services valued between \$1,000 and \$25,000 you may seek price quotes over the telephone. It is highly recommended that you have bidders formalize their quotes and send them via fax or email.

A copy of the “Procurement of Supplies/Services Documentation Form” is included in this manual. The form has been designed to assist individuals seeking the three quotes mandated by Chapter 30B.

On the top of the form is a space to write out your description of the goods and/or services to be procured. Make sure to write a clear, concise description and read this to each vendor called. This will help to prevent miscommunications or ambiguity over what is being purchased.

The remainder of the form is for providing the information about which vendors were called, with whom you received the quote and the quote itself. All of this information will be needed when you complete the purchase order.

Please sign the quote form and attach it to your copy of the purchase order and/or save it with your files for future reference.

All purchases over \$1,000 will require a separate Quote Form to be completed as part of the procurement process.

There are some exemptions to the law to include:

- Textbooks
- Proprietary curriculum materials or software
- Special Education Services

* The law does not require price quotes for the items listed above.

STAFF REIMBURSEMENTS

A. CONFERENCE / TRAVEL EXPENSE REIMBURSEMENT FORM

This form is to be used by employees who are seeking reimbursement for out-of-pocket travel expenses. In most cases, staff will be reimbursed \$.25 / mile for driving their personal vehicle to pre-approved conferences. Original receipts must be provided for reimbursement for tolls and parking expenses. Reference the Conference / Travel Expense Form.

B. OTHER STAFF REIMBURSEMENTS

For all other staff reimbursements use Purchase Order Form. Purchase Order Forms should be submitted by employees who are seeking reimbursement for out-of-pocket expenses. Though this procurement procedure is not the recommended first choice, the District does understand, that time and special circumstances may require this process to be used. This alternative form of purchasing may only be used with **prior permission** of the building principal/director or the Central Office. Please note that employee's name and complete home address must be on the purchase order when submitted for payment. Original receipts must be attached to the PO. Lack of original receipts and copies of receipts will be considered incomplete documentation for reimbursement. Principals/directors are requested to use discretion with this process and to use it on a limited basis.

The Chapter 30B rules for procurement using this method of payment are exactly the same as those for purchase orders. There will be no reimbursement for any purchases over \$25,000, since that threshold requires the Shrewsbury Public School System to conduct a public bid.

The purpose of obtaining prior permission is to help maintain better cost control of all funding requests by individuals in each of the school buildings or school programs. All reimbursements will be subjected to the same verification of availability of funding. Insufficient funds in the account to be charged will require a transfer of funds request prior to the reimbursement.

Purchases made by individuals without prior permission can be denied reimbursement by the school district.

The form may be typed or completed in ink. **Please make sure to include the individual's social security number.** This may be necessary for the completing of an IRS form 1099. The 1099 will be sent to any individual who receives more than \$600 in contractual services.

Please provide a brief but concise description providing the reason(s) for the purchase. Attach any receipts or invoices as proof of purchase. You are reminded that the school district cannot reimburse any individual for sales tax, liquor or gratuities. If these are included in the total the Central Office will make the adjustment to the correct amount of reimbursement.

Include the total amount requested and have the Principal/Director sign the form before forwarding it to the Central Office.

TRANSFER OF FUNDS REQUEST

This form is to be completed by the building principal/director. It may be typed or completed in ink.

As stated earlier in this manual, this form is necessary whenever an account being charged has insufficient funds. The amount of the transfer should be equal to the amount of funds necessary to cover the expected purchase for that account number. Don't forget to anticipate shipping and handling charges in your computations.

Since the budget is our best estimate of how the school system anticipates spending and is completed well before the actual fiscal year begins, it is understandable that some adjustments may be needed. This form allows the building principals/directors the method by which they can request the Central Office for a change in their school budget. This will help to better reflect their particular spending patterns.

The building principal/director simply records their name and location. Enter the date of the request. Indicate the account from which the money is to be taken and enter the account number to which the funds are to be transferred. Provide a brief and concise reason for the transfer.

Attach the completed form to the purchase order or expense reimbursement form and forward it to the Central Office for processing.

SHREWSBURY PUBLIC SCHOOLS
100 MAPLE AVENUE
SHREWSBURY, MA 01545

CENTRAL OFFICE

PURCHASE ORDER CORRECTION FORM

The attached purchase order is being returned to because of incomplete/incorrect information.

___ Vendor information is incorrect.

___ Account number is incorrect

___ Insufficient funds in account. Please complete transfer of funds request.

___ Product description incomplete

___ Pricing information incomplete/incorrect

___ No principal/director signature

___ Insufficient Documentation

Central Office

Please make the necessary corrections and return to the Central Office for processing.

Notes:

SHREWSBURY PUBLIC SCHOOLS

QUOTE FORM

FOR GOODS + SERVICES VALUED OVER \$1000

PURCHASE/SERVICE SPECIFICATIONS:

PLEASE READ ABOVE SPECIFICATIONS TO EACH VENDOR FOR THEIR QUOTE.

QUOTATION # 1:

COMPANY NAME: _____
ADDRESS: _____
CITY/STATE: _____
PHONE: _____ DATE CALLED: _____
SALES REP: _____
PRICE QUOTED: _____

QUOTATION # 2:

COMPANY NAME: _____
ADDRESS: _____
CITY/STATE: _____
PHONE: _____ DATE CALLED: _____
SALES REP: _____
PRICE QUOTED: _____

QUOTATION # 3:

COMPANY NAME: _____
ADDRESS: _____
CITY/STATE: _____
PHONE: _____ DATE CALLED: _____
SALES REP: _____
PRICE QUOTED: _____

SIGNATURE: _____ DATE: _____

PLEASE ATTACH TO YOUR PURCHASE ORDER

SHREWSBURY SCHOOL DEPARTMENT

Fund Transfer Request

Please transfer \$ _____

From Account _____ *to* Account _____,

Please transfer \$ _____

From Account _____ *to* Account _____,

Please transfer \$ _____

From Account _____ *to* Account _____,

Please transfer \$ _____

From Account _____ *to* Account _____,

so that the attached Purchase Order may be approved.

Signature of Principal or Department Head

Date

Transfer Approved:

Dotty Flynn-A/P

Date Transfer Effected

INSTRUCTIONS: 1. A conference request must have been submitted and approved in advance. 2. This form must be submitted and approved prior to reimbursement. 3. Receipts for registration fees, lodging, transportation tickets and other large expenses must be submitted with this form.		CONFERENCE/TRAVEL REIMBURSEMENT VOUCHER SHREWSBURY PUBLIC SCHOOLS		DATE _____ REQUEST NO. _____ PREVIOUSLY APPROVED <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> ESTIMATED EXPENSE SUBMITTED IN REQUEST _____	
PAYEE'S NAME _____		POSITION _____		SCHOOL _____	
TITLE OF CONFERENCE _____		LOCATION _____		DATES OF CONFERENCE _____ TO _____	
TRAVEL FROM _____ TO _____		NAME OF HOTEL _____		DATES OF ATTENDANCE _____ TO _____	
				LOCATION _____	
		EXPENSES			
MEETING - CONFERENCE		REGISTRATION FEE _____ + _____ (SPECIFY) _____ = _____ \$ _____ \$ _____			
ACCOMODATIONS (INCL. TIPS)		COST PER NIGHT _____ x NO. OF NIGHTS _____ = _____ \$ _____ \$ _____			
MEALS (INCL. TIPS)		NO. OF BREAKFASTS _____ TOTAL EXPENSE _____ NO. OF LUNCHES _____ TOTAL EXPENSE _____ NO. OF DINNERS _____ TOTAL EXPENSE _____ \$ _____ \$ _____ \$ _____			
TRANSPORTATION (INCL. TIPS)		CAR MILEAGE _____ x ALLOWANCE PER MILE + TOLLS _____ TOLLS _____ = _____ \$ _____ \$ _____ \$ _____ AIR _____ + BUS _____ + TAXI _____ + TRAIN _____ = _____ \$ _____ \$ _____			
OTHER _____		SPECIFY _____			
				TOTAL EXPENSES \$ _____	
I certify under penalty of perjury that the aforementioned expenses ARE TRUE AND ACCURATE.					
SIGNATURE OF APPLICANT FOR REIMBURSEMENT _____					
AUTHORIZATION _____					
SIGNATURE OF PRINCIPAL/SUPERIOR _____		DATE _____		SIGNATURE OF BUSINESS OFFICE _____	
DATE _____		DATE _____		APPROPRIATION CHARGE _____	

White - Employee

Yellow - Central Office

Pink - Supervisor